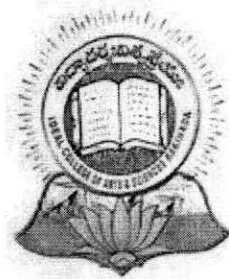


HANDBOOK
FOR
CODE OF CONDUCT
STUDENTS, FACULTY AND ADMINISTRATION



IDEAL INSTITUTE OF TECHNOLOGY

VIDYUT NAGAR, KAKINADA-533 003

Approved by AICTE, Affiliated to JNTUK, Kakinada

GENERAL RULES AND REGULATIONS OF IDEAL INSTITUTE OF TECHNOLOGY

The institution has developed a code of conduct for its Governing body, Administrators, Faculty, Staff and Students to foster and protect the core values of Ideal institute of technology.

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Council is the highest administrative body of the institute and it meets once in a year and its functions are given below:

- 1.To monitor academic and other related activities of the college.
- 2.To review important communications, policy decisions or any other similar notices received from the University, Government or AICTE.
- 3.To pass the annual budget of the college.
- 4.To review the audited statements of accounts of the college.
- 5.To consider introduction of new courses and changes in intake for the next academic year.
- 6.To review the Memorandum of Understandings agreed and industry collaboration proposals.
- 7.To review the faculty positions of the college.
- 8.To review the faculty development initiatives and programs.
- 9.To review the admissions of the college.
- 10.To review the academic performance of the students.
- 11.To review the development activities of the students.
- 12.To review the training and placement activities.

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

The principal as the head of the Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the principal as the Head of the college.

1. Academic growth of the college.
2. Monitor and participate in teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic Programmes such as orientation course, seminars, in-service and other training Programmmes organized by the institute for academic competence of the faculty.
4. Admission of students, maintenance of disciplines of the institute.
5. The overall administration of the Institute and recognized Institution and their libraries and hostels, if any.
6. Correspondence relating to the administration of the Institute.
7. Observance of the Act, Statutes, Ordinance , Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
8. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

DUTIES AND RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER

1. Prepare the data bank of potential industries for placements and updating it.
2. Initiate correspondence with Industries and organize recruitment process for placements.
3. Organize HR meet to strengthen rapport with the corporate world.
4. Organize printing of placement brochures/soft copies of information regarding students placements.
5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
6. Obtain feedback from Industries regarding the performance of already placed students (one year or more) and obtain inputs to hold additional training/grooming sessions for the current students.
7. Organizing soft skill trainings to groom students for placement.
8. Counseling students regarding the emerging areas of job opportunities.
9. Organizing talks by experts to motivate students to seek job opportunities in emerging area.
10. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
11. To pay regular visits to industries & establish close rapport with placements/consultancies/R&D /training & establishment of linkages under the guidance of the Principal.
12. Any other duties assigned by the principal.

DUTIES AND RESPONSIBILITIES OF EXAM CELL IN CHARGE

- 1.To coordinate with JNTUK regarding all matters related to the University examinations.
- 2.To coordinate along with the Principal regarding all the proceedings of the Exam cell. Any information either received or required to be sent to the University is dealt within the exam cell. Any circular, guidelines , office order , notifications received by the college is processed in the cell; reply thereof prepared and after the principal's signature dispatched to the University.
- 3.To duly serve examination notices received from the University to all concerned.
- 4.To display notices from JNTUK indicating details regarding exam fee collection, the last date of fee collection , modalities of payment of fine etc.
- 5.To prepare smooth conduct of examinations , preparation of exam schedule, Invigilation duty chart, seat allotment in the examination halls etc.
- 6.To conduct examination mobilizing staff, assigning the duty as per the duty chart already prepared.
- 7.To distribute answer books to the concerned teachers and receiving the answer books and marks award list, and preparing in the desired format to send them to University.
- 8.To distribute mark sheets to students received from JNTUK.

DUTIES AND RESPONSIBILITIES OF HEADS OF DEPARTMENTS

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/Year.

2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the principal.
5. Verify the student attendance registers maintained by the staff members once a week and submit the same to the principal for verification once in a fortnight.
6. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the deadline given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.
7. Observe the dress code among students and instruct the respective mentors to implement the dress code among the students.
8. Convene the departmental staff meeting periodically and record the minutes of the meeting.
9. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by the Principal. If any subject handled by the other department family members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from Year/semester to year\semester.
10. Advise the faculty to post attendance and internal marks regularly.

11. Display internal and attendance particulars .Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of mentors.
12. Counsel the students who are absent for the mid test or irregular to the class work.
13. Form the student batches and allot the project guides as per the guidelines given by the principal.
14. Designate faculty member who will be the Head I/C during his/her absence and make sure that all files and records are available for Head-in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
15. Allocate the students to the teacher-counselors in the beginning of the academic year.
16. Inform the concerned authorities of any important information of events taking place in the department from time to time.
17. Arrange the special classes if necessary for the benefit of below average students.
18. Ensure academic discipline in the department.
19. Follow the guidelines/instructions given by the principal from time to time.
20. Make arrangements to lock and seal all the laboratories before leaving the premises.
21. Plan and conduct the online course of studies (MOOCs) meeting regularly and prepare minutes of the meeting to the members concerned and also to the principal.
22. Provide necessary inputs to the Principal for conducting Academic Council/Governing Council Meeting.

DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER

1. To be responsible for administration of the campus.
2. To ensure security arrangements and safety requirements.
3. To maintain records and documentation pertaining to the work area.
4. To look after the maintenance of the services and ensure optimization.
5. To maintain housekeeping services and their records.
6. To ensure fleet organization and its upkeep.
7. To maintain cordial relationship with local bodies.
8. To maintain discipline amongst the students.
9. To advice on the matters related with overall administration as and when needed.

DUTIES AND RESPONSIBILITIES OF THE SYSTEM ADMINISTRATOR

The system Administrator shall discharge the duties under the directions of the Head Concerned i.e. the Head, Computer centre; He/shall broadly perform the following Duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
2. Administering and configuring servers and system performance.
3. Facilitating development and maintenance of institute's websites and updating the same.

4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes.
5. Administering campus wide LAN and internet services.
6. Facilitating conduct of periodic computer awareness / literacy courses/training programs for the students, and other staff in the college.
7. Analyzing system logs and identifying potential issues with computer systems.
8. Introducing and integrating new technologies into existing data centre environments.
9. Performing routine audits of systems and software.
10. Performing backup of data and files.
11. Adding, removing or updating user account information, resetting passwords etc.
12. Answering Technical questions.
13. Be responsible for security of systems and network.
14. Any other work assigned from time to time.

DUTIES AND RESPONSIBILITIES OF THE PHYSICAL DIRECTOR

1. To ensure smooth conduct of sports, proper use of sports material and facilities.
2. To purchase sport items by coordinating with Administrative officer.
3. To encourage students to participate in zonal/university tournaments.
4. To create and upkeep sports facilities.
5. To propose annual budget for sports.
6. To ensure discipline among students in campus.

7. To ensure that campus is ragging free.
8. To oversee medical facilities on campus.
9. To help in the organization of Various events in the college.

DUTIES AND RESPONSIBILITIES OF THE LAB IN CHARGE

1. To maintain the stock register and consumable registers .To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- 2.To plan for procurement of equipment for the coming term well in advance .This can be done by visits to other colleges , by contacting teachers who are teaching or have taught similar subjects in our college or other colleges etc.
3. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
4. To organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage/loss etc. and recover costs.
6. To ensure the cleanliness of the lab and switch off all equipment after use.
7. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the principal for necessary action.
8. Support staff in coordination with the respective Lab-in-charge, are required to report matters like maintenance/repairing, theft, damage, etc. within the respective labs, to the HOD through faculty in charge of lab.
- 9.Lab Assistants in coordination with Lab In-charge should display (i).List of equipments /Software with cost (ii)List of experiments (iii)Lab time table (iv)Names of Lab In-charge /Lab Assistants etc. on the Lab Notice board.

10. In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a. Lab In charge and Lab Assistants are to respect the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their lab.
- b. They also have the responsibility to find out /enquire about the missing/damaged item or article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- c. Lab Assistants in turn shall note down the missing items in the respective Lab register. If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students.
- d. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

CODE OF CONDUCT FOR FACULTY AND STAFF

1. All the members should be available in the Institute during working hours and follow the dress code prescribed by the principal/Management.
2. Faculty should handle the theory, Laboratory and other classes for the full duration.
3. University Examination Work is Mandatory for faculty as per JNTUK.
4. The faculty in the college will be relieved from his duties on his request either by submitting three months notice or on payment of three months' salary under unavoidable circumstances subject to the decision of the management.
5. The promotion to higher cadre depends on vacancy opening of the position , Faculty Performance Appraisal Score, Teaching ,Research and satisfactory performance in academic and other related activities in the college.

6. The Faculty/staff should abide by the rules and regulations of the college framed from time to time for the effective functioning.
7. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time jobs in other concerns et.
8. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
10. The faculty and staff members should not accept valuable gifts in any form from the students/parents/companies having business transaction with the college.
11. All correspondence to the management should be routed through proper channel (HOD, The principal and to the Management).
12. Faculty members should take active participation in co-curricular and extra-curricular activities.
13. All the faculty members should continuously update their knowledge by attending Seminars/Workshops etc., and by using library.
14. Faculty members are expected to publish at least one technical paper per semester. The technical paper may be an outcome of research/student project work.
15. The Faculty and staff should maintain proper dress code.

Gents-Formal pants and shirt (T-shirts and jeans are not allowed).

Ladies-Sari (Chudidhar , Jeans and Pants are not allowed).
16. Four/two wheeler to be parked in the allotted parking area.
17. Faculty and staff should display the ID card on person in the campus and also while coming into the campus.

LIBRARY GENERAL RULES

1. Strict silence, decorum and discipline must be maintained in the library. Use of cell phones is also not allowed.
2. Smoking, eating and talking loudly are strictly prohibited in the library.
3. Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as they may get misplaced. Misplaced book is like a lost book.
4. A non-member can use the library material on the premises with the permission of the Librarian.
5. Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
6. Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
7. No library material can be taken out of the library without permission .Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
8. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
9. Suggestions on all aspects of Library services are welcome.

LIBRARY MEMBERSHIP

1. All faculty, staff, scholars and students of the college are entitled to become library members.
2. Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned HOD or office order of joining in the institute. The members are supposed to be conversant with and agreeable to the Library rules.

CODE OF CONDUCT FOR STUDENTS

1. The college will be run by the management with the Principal being the Head of the Institution.
2. The Management or The Principal are vested with powers to take any appropriate action as deemed fit in case of exigencies to protect or maintain general discipline , Prestige and standards of the institution and all such decisions are final and binding on the students.
3. Students of the college are not permitted to resort to strikes and demonstrations. Participation in any such activity shall automatically result in dismissal from the college.
4. Organizing, holding or participating in any demonstrations or any political gatherings except professional associations is strictly prohibited in the college.
5. Any student responsible for bringing outsiders into the college campus for settling student disputes will be expelled from the college.
6. Smoking, Consumption of alcohol drinks or drugs, playing cards, gambling of any kind is prohibited from the college premises. If any student is found violating this rule, he/she will be severely punished and may lead to expulsion from the college.
7. Damaging the property of the college, canteen or hostel will be viewed as a very serious offence.
8. Tainting, distorting or spoiling the name of the college management, faculty , any staff or any fellow student through any social media or platforms or network like whatsapp, face book, YouTube, twitter etc. is strictly prohibited. Those found indulging in such acts will be dealt as per the cyber crime laws.
9. No student shall leave the classroom without the permission of the teacher.
- 10 .During the class hours , no student is expected to loiter in the campus , be in the canteen or transact any office work.

11. Those who abstain from college must submit leave letter duly signed by parent/guardian to his/her respective mentor.
12. In case of medical problem, medical certificate must be submitted immediately after the student returns to the college.
13. Student should not sit on the parapet walls or on the walls or on the steps on the staircases. They are forbidden from loitering in the corridors or in the campus at any time during the session of the college.
14. Calling students out of their classrooms while the lecture is in progress or any other disruptive practices are strictly prohibited.
15. Vehicle users must follow traffic rules, carry license and wear helmets without fail.
16. Borrowing of vehicles is not allowed. The college does not hold any responsibility for any unfortunate accident arising thereof.
17. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
18. In case of cancellation of a class, students shall go to the Library, but not to be found anywhere else in the campus.
19. All students shall clear all the dues including Hostel & Library in the odd semester itself.
20. Any student found violating the rules of conduct and discipline will be dealt with severely including expulsion from the college. Their misbehavior will also be reflected in the conduct certificate issued at the time of leaving the college.
21. No one should indulge in Ragging or Eve –Teasing in any form which attracts serious punishment and entails summary dismissal also as per the central and state government norms.
22. It is highly recommended to speak only English on the campus.

23. All the boys should come to the college with a daily neat shave of the beard and proper grooming of hair to create a professional outlook.
24. The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in the classrooms. Students should keep the floor and walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
25. Toilets should be kept clean and tidy by flushing enough water.
26. Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
27. Students are advised not to leave their belongings in the classroom while going to the laboratory. The college does not take any responsibility for loss of valuables unattended to.
28. Students are expected to take proper care of institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
29. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
30. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concessions on grounds of ignorance or not reading notices.
31. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
32. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab.

33. Careless handling/misuse of the above could result in personal injuries or damage to property.

34. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair.

35. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

36. All must follow dress code. All students wear college uniform on all days except Saturdays. On days of exams, students must wear uniform irrespective of Saturday. Boys must tuck in the shirt and wear shoes. Girls must wear dupatta over the dress. Even on Saturdays, dress code must be observed. Girls should come in salwar kameez with dupatta. All boys should wear formal shirts-no collarless T-shirts.

37. All students must wear Identity cards without fail while in campus.

38. CELL PHONES ARE STRICTLY PROHIBITED WHILE IN CAMPUS.

a. If any student wishes to carry cell phone for security reasons, he/she should get written permission from his/her respective Head of the Department.

b. Such mobiles should be submitted in the dept. by 9:30 AM and can be collected by the student before leaving the campus.

c. If any student is found operating the cell phone in the class without prior permission of their HO, then the cell phone will be seized.

GUIDELINES FRAMED AGAINST RAGGING

1. Except parents and guardians, no outsider shall enter the Institution without permission of the Principal.

2. Students indulging in ragging shall be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.

3. All students shall possess identity cards and show them on demand.
4. The teachers of the first year students shall not leave the class room until the teacher of the subsequent class comes to the class room.
5. The principal and the warden besides the authorities or teachers entrusted with this work can inspect the hostels at any time.
6. Ragging is prohibited as per Act of A.P. Legislative Assembly, 1997.
7. Ragging entails heavy fines and/or imprisonment.
8. Ragging invokes suspension and dismissal from the college.
9. Outsiders are prohibited from entering the college and hostels without permission.
10. The Principal and the warden may visit the hostels and inspect the rooms at any time.


FORMS OF RAGGING:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy , undisciplined activities which cause or is/are likely to cause annoyance, undue hardship , physical or psychological harm or raise apprehensive fear in a fresher , or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

PUNISHMENT FOR PARTICIPATION IN/OR ABETMENT OF RAGGING:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding /withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.

6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension, expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs.25,000/-


PRINCIPAL
Principal
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